

## **BUDGET AND ACCOUNTING ADMINISTRATOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the fire department. The employee of this class assists in preparing the fire department's budget, monitors revenues and expenditures, maintains payroll records, and prepares and submits projection reports. The Budget and Accounting Administrator also processes and maintains records for employee benefits. Incumbent performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the accounting for the money and assets of the fire department. Prepares expenditure and revenue estimates. Reviews all financial statements. Assists in the preparation of financial reports. Prepares charts and spreadsheets relating to the budget including projected expenditures, financial statements, and statistical reports. Prepares federal and state tax reports for the fire department.

Assists in the preparation of the departmental operating budget by gathering information, and compiling and organizing data to be used in preparing the department budget. Reconciles all funds in the operating budget and reports balance of such funds to the budget office as well as the Fire Chief. Provides financial and business information to auditors as required.

Provides for the maintenance of all budget and accounting records such as personnel records, records of activity, inventory records, or any other which may be required. Compiles fiscal data for the preparation of management reports, budget detail, and cost analysis. Prepares payroll information for budget. Maintains costs accounting records. Verifies various records against original sources to ensure accuracy.

Receives monies as needed. Processes checks for disbursement. Maintains ledgers and ensures that such are reconciled. Completes data entry into financial management software. Obtains signatures on authorization for payment and other financial documents. Reports

all available funds to the Fire Chief.

Prepares and processes payroll documents. Computes adjustments to employees' pay resulting from changes in hours worked, shift differentials, changes in deductions, longevity, promotions, and other changes. Conducts audits of departmental salary information, time records, vouchers, claims, invoices, payroll data. Processes documents involved in changes to payroll including individual attendance records, deductions, and changes in base rates. Files payroll related documents according to departmental procedures.

Explains payroll processes, deduction programs, and similar payroll matters with employees. Verifies employee pay status for employees. Takes complaints from employees about pay or other matters related to payroll. Writes memos in response to payroll questions received by fire department personnel.

Provides for the maintenance of all personnel records. Maintains records and processes payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Monitors insurance coverage.

Communicates with vendors in order to establish charge accounts, reconcile differences in accounts, and ensure accurate payment is received. Files bills, invoices, authorizations for payments and other vendor documents. Maintains file on vendors and price lists. Reviews invoices and receipts against purchase orders.

Prepares routine correspondence in accordance with departmental policy and procedure. Prepares documents and bills for mailing. Personally completes any forms and records assigned.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript,

affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

**MUST MEET ONE OF THE FOLLOWING:**

Must have at least four (4) years in positions involving accounting, budgeting, or payroll duties.

**OR**

Must have an Associate's Degree in accounting and at least two (2) years in positions involving accounting or budgeting duties.